

STATE PERSONNEL BOARD AGENDA



DECEMBER 2, 2008

SAN FRANCISCO, CA



MEMORANDUM

DATE: November 20, 2008

TO: ALL INTERESTED PARTIES

FROM: STATE PERSONNEL BOARD – Executive Office

SUBJECT: Notice and Agenda for the December 2, 2008, Meeting of the State Personnel Board

PLEASE TAKE NOTICE that on December 2, 2008, at the Grand Hyatt Hotel, located at 345 Stockton Street, San Francisco, CA 94108, the State Personnel Board will hold its regularly scheduled meeting.

The attached Agenda provides a brief description of each item to be considered in closed or public session. Closed sessions are closed to members of the public. All discussions held in open sessions are open to those interested in attending. Interested members of the public who wish to address the Board on an open session item may request the opportunity to do so.

Should you have questions or wish to obtain a copy of any materials related to items considered in the open sessions, please visit the SPB website at www.spb.ca.gov or contact staff in the Secretariat's Office via mail at State Personnel Board, 801 Capitol Mall, Room 570, Sacramento, California 95814 or by calling (916) 653-1028.

Secretariat's Office

Attachment



CALIFORNIA STATE PERSONNEL BOARD

801 Capitol Mall • Sacramento, California 95814 • www.spb.ca.gov

ARNOLD SCHWARZENEGGER, Governor



BOARD MEETING – DECEMBER 2, 2008 ¹

**9:00 a.m. – 12:00 p.m.
(Or upon completion of business)**

ALL TIMES ARE APPROXIMATE

Public and Closed Session Location

345 Stockton Street
San Francisco, CA 94108

¹ Sign Language Interpreter will be provided for Board Meeting upon request – contact Secretariat at (916) 653-1028.

OPEN SESSION OF THE STATE PERSONNEL BOARD

9:00 a.m.

- 1. ROLL CALL**
- 2. REPORT OF THE EXECUTIVE OFFICER**
 - Suzanne M. Ambrose
- 3. REPORT OF THE ACTING CHIEF COUNSEL**
 - Bruce Monfross
- 4. REPORT ON THE CALIFORNIA PUBLIC EMPLOYEES RETIREMENT SYSTEM**
 - Anne Sheehan
- 5. DISCUSSION OF UPCOMING BOARD MEETING SCHEDULED FOR DECEMBER 16, 2008, IN SACRAMENTO, CALIFORNIA.**
- 6. NEW BUSINESS**

Items may be raised by Board Members for scheduling and discussion for future meetings.
- 7. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

9:05 a.m.

- 8. LIMITED THREE-RANKS PILOT PROJECT: REQUEST TO ADD A CLASS TO THE PILOT PROJECT**
 - Michael Davis, HR MOD Representative
 - Department of Education Representative
 - SEIU Local 1000 Representative

On November 3, 2008, a hearing was held during which the Department of Education requested the addition of the class of Education Programs Consultant to the Three-Rank Eligible List Pilot Study. This hearing will allow interested parties to provide information to the Board regarding subsequent interaction between the Department and SEIU, the exclusive representative for the classification.

9:15 a.m.

- 9. ORAL ARGUMENT**

In the matter of **PSC 08-11**. Appeal of the Department of Motor Vehicles from the Executive Officer's August 11, 2008, Decision disapproving a Personal Services Contract for Information Technology Services.

9:45 a.m.

CLOSED SESSION OF THE STATE PERSONNEL BOARD

10. EMPLOYEE APPOINTMENTS, DISCIPLINARY MATTERS, AND OTHER APPEALS

Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]

11. DELIBERATION ON NON-EVIDENTIARY CASES AND ADVERSE ACTIONS, DISCRIMINATION COMPLAINTS, AND OTHER PROPOSED DECISIONS SUBMITTED BY ADMINISTRATIVE LAW JUDGES

Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the State Personnel Board or by the Board itself.

[Government Code sections 11126(c)(3), 18653]

12. PENDING LITIGATION

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial.
[Government Code sections 11126(e)(1), 18653.]

California Highway Patrol, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2008-00002G14-CU-WM-GDS

California Department Corrections and Rehabilitation, et al. v. State Personnel Board, et al.
Sacramento Superior Court
Case No. 34-2007-00883875-CU-WM-GDS

Patrick McCollum v. State of California
United States District Court, Northern District of California
Case No. C 04-03339 CRB

Plata, et al. v. Schwarzenegger, et al.
Case No. C01-1351 TEH

Yvonne Walker, Service Employees International Union, Local 1000 v. Arnold Schwarzenegger, et al., Sacramento Superior Court Case No. 34-2008-40000001-CU-PT-GDS

13. RECOMMENDATIONS TO THE LEGISLATURE

Deliberations on recommendations to the Legislature.
[Government Code section 18653]

14. **RECOMMENDATIONS TO THE GOVERNOR**
Deliberations on recommendations to the Governor.
[Government Code section 18653]
15. **EMPLOYEE PERSONNEL MATTER**
Discussion concerning the appointment and employment of Chief
Counsel candidates. [Government Code section 11126(a)(1)]

10:15 a.m.

PUBLIC SESSION OF THE STATE PERSONNEL BOARD

BOARD ACTIONS:

16. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF THE OCTOBER 21, 2008 AND NOVEMBER 3, 2008, BOARD MEETING.**
17. **ADOPTION OF THE STATE PERSONNEL BOARD SUMMARY MINUTES OF THE OCTOBER 21, 2008 AND NOVEMBER 3, 2008, CLOSED SESSION BOARD MEETING.**
18. **RESOLUTION EXTENDING TIME PURSUANT TO GOVERNMENT CODE SECTION 18671.1**
19. **ELECTION OF BOARD OFFICERS**
In accordance with Article VII, Section 2(b), the five-member Personnel Board (Board) will elect one of its members as presiding officer, to serve as the President for the calendar year 2009.

The Board will also elect a Vice President.

Additionally, in accordance with Government Code Section 20090 the Board will select one of its members to serve as their representative to the Public Employees' Retirement System Board.
20. **ADOPTION OF THE PROPOSED STATE PERSONNEL BOARD 2009 MEETING SCHEDULE**
21. **SUBMITTED ITEMS**
These items have been taken under submission by the State Personnel Board at a prior meeting and may be before the Board for a vote at this meeting.

A. CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION'S PROPOSED ESTABLISHMENT OF NEW CLASS, MENTAL HEALTH THERAPIST

Department of Corrections and Rehabilitation proposed the establishment of a new class, Mental Health Therapist, Correctional Facility, with a twelve month probationary period and designation of the class as sensitive under State Personnel Board Rule 213 for the purpose of pre-employment drug testing.

B. STATE EMPLOYEE MEDIATION PROGRAM

SPB Staff presented different options for administering the State Employee Mediation Program in light of resource limitations. Interested parties were invited to comment. Staff will meet with Stakeholders to obtain additional input and report back to the Board.

C. PERSONAL SERVICES CONTRACT 08-10

Appeal by the Department of General Services from the Executive Officer's May 19, 2008, Decision disapproving a Personal Services Contract for Information Technology Services.

D. RECEIVER'S REQUEST FOR DELEGATION AND MODIFICATION TO PROCESSES

The Receiver's Office requested the Board delegate several classification functions to the Receiver's Office, subject to Board audit, and requested the Board approve revised procedures for reviewing examination and classification requests submitted by the Receiver's Office.

E. CAREER EXECUTIVE ASSIGNMENT (CEA) REGULATIONS

A public hearing was conducted to provide interested parties an opportunity to address the Board concerning whether the Board should promulgate regulations that address the following issues:

1. Should CEA be defined as a single classification or separate classifications based on pay band?
2. Should an examination be required for CEA realignments "in place"?
3. Should an examination be required to transfer an incumbent CEA to a different CEA position at a higher level regardless of the appointing authority?

**F. CAREER EXECUTIVE ASSIGNMENT (CEA) PROCESS CHANGES
RECOMMENDED BY THE CEA TASK FORCE**

The CEA Task Force recommended to the Board full implementation of the changes to the process used to allocate positions to the CEA category that were piloted with a limited number of state departments since May 2008. Interested parties provided input to the Board before it makes a decision on the Task Force's recommendation.

22. EVIDENTIARY CASES

A. BOARD CASES SUBMITTED

These items have been taken under submission by the State Personnel Board at a prior meeting.

(1) CASE NO. 06-2706PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and
Rehabilitation

Petition for rehearing granted April 7, 2008.

Transcript prepared.

Oral argument set for August 8, 2008, Sacramento.

Oral argument continued.

Oral argument set for October 3, 2008, Sacramento.

Oral argument continued.

Oral argument heard November 3, 2008, Sacramento.

Case ready for decision by FULL Board.

(2) CASE NO. 04-1782A

Appeal from constructive medical suspension

Classification: Correctional Counselor I

Department: Department of Corrections and
Rehabilitation

Proposed decision rejected June 24, 2008.

Transcripts prepared.

Oral argument heard October 3, 2008, Sacramento.

Case ready for decision by FULL Board.

(3) CASE NO. 06-2737PA

Appeal from dismissal

Classification: Correctional Sergeant

Department: Department of Corrections and
Rehabilitation

Petition for rehearing granted April 22, 2008.

Transcripts prepared.

Oral argument set for August 8, 2008, Sacramento.

Oral argument continued.

Oral argument set for October 3, 2008, Sacramento.
Oral argument continued.
Oral argument heard November 3, 2008, Sacramento.
Case ready for decision by FULL Board.

B. ORAL ARGUMENTS

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

NONE

C. CHIEF COUNSEL RESOLUTIONS, REMANDS, STIPULATIONS, OTHER

NONE

D. ADMINISTRATIVE LAW JUDGES' PROPOSED DECISIONS

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

PROPOSED DECISIONS AFTER HEARING

These are ALJ proposed decisions submitted to the Board for the first time.

(1) CASE NO. 08-0025

Appeal from 49 work day's suspension

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

(2) CASE NO. 08-2346

Appeal from five percent reduction in salary for six months

Classification: Correctional Officer

Department: Department of Corrections and Rehabilitation

(3) CASE NO. 07-3362

Appeal from dismissal

Classification: Officer

Department: Department of California Highway Patrol

- (4) **CASE NO. 07-3272**
Appeal from constructive medical suspension
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
- (5) **CASE NO. 07-1924**
Appeal from five percent reduction in salary for three months
Classification: Senior Psychologist, Supervisor
Department: Department of Corrections and Rehabilitation
- (6) **CASE NO. 06-2910 & CASE NO. 06-2962**
Appeals from five percent reduction in salary for nine months and five percent reduction in salary for six months
Classification: Correctional Officers
Department: Department of Corrections and Rehabilitation
- (7) **CASE NO. 06-1744**
Appeal from demotion
Classification: Disability Evaluation Analyst II
Department: Department of Social Services
- (8) **CASE NO. 07-3338**
Appeals from five day suspension and involuntary transfer
Classification: Associate Governmental Program Analyst
Department: Department of California Highway Patrol
- (9) **CASE NO. 07-4505**
Appeals from five percent reduction in salary for 12 months
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation

PROPOSED DECISIONS AFTER BOARD REMAND

NONE

PROPOSED DECISIONS AFTER SPB ARBITRATION

NONE

ALJ PROPOSED DECISIONS ADOPTED BY THE BOARD

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

E. PETITIONS FOR REHEARING

- (1) **CASE NO. 07-0083P**
Appeal From dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
- (2) **CASE NO. 07-2790P**
Appeal from rejection during probation
Classification: Tax Technician, FTB
Department: Franchise Tax Board

F. PENDING BOARD REVIEW

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

- (1) **CASE NO. 07-3421PA**
Appeal from dismissal
Classification: Correctional Officer
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.
- (2) **CASE NO. 05-4338EA & 05-4339A**
Appeal from denial of reasonable accommodation and constructive medical termination
Classification: Registered Nurse
Department: Department of Corrections and Rehabilitation
Proposed decision rejected September 23, 2008.
Transcripts prepared.
Oral argument set for December 2, 2008, San Francisco.
- (3) **CASE NO. 08-0440A**
Appeal from dismissal
Classification: Correctional Sergeant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.

- (4) **CASE NO. 07-1749PA**
Appeal from automatic resignation
Classification: Youth Correctional Officer (Permanent-Intermittent)
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.
- (5) **CASE NO. 07-3873PA**
Appeal from dismissal
Classification: Correctional Lieutenant
Department: Department of Corrections and Rehabilitation
Petition for rehearing granted October 21, 2008.
Pending transcript.

23. NON-EVIDENTIARY CASES

A. WITHHOLD APPEALS

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

WITHHOLD FROM CERTIFICATION
CASES NOT HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 07-3960N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitted pertinent information, furnished inaccurate information and negative employment history.
- (2) **CASE NO. 07-0142N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; negative employment history.
- (3) **CASE NO. 07-3249N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; firearms prohibition.

- (4) **CASE NO. 07-5885N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; lifetime firearms prohibition.
- (5) **CASE NO. 07-5740N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; negative driving history.
- (6) **CASE NO. 07-5279N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information and negative employment history.
- (7) **CASE NO. 07-4072N**
Classification: Youth Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; arrest/conviction record and negative law enforcement contacts.
- (8) **CASE NO. 07-5290N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; misdemeanor conviction within one year of application.
- (9) **CASE NO. 07-4415N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omission of pertinent information and negative law enforcement contacts.
- (10) **CASE NO. 07-6040N**
Classification: Public Safety Dispatcher II
Department: California Highway Patrol
Issue: Suitability; drug use and furnishing inaccurate information.

- (11) **CASE NO. 07-1364N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; gang affiliation.
- (12) **CASE NO. 07-5301N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; negative employment history, omitting pertinent information and furnishing inaccurate information.
- (13) **CASE NO. 07-3205N**
Classification: Cadet
Department: California Highway Patrol
Issue: Suitability; failure to disclose pertinent information.
- (14) **CASE NO. 07-6264N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information.
- (15) **CASE NO. 07-5958N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; felony conviction.
- (16) **CASE NO. 07-1514N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
Issue: Suitability; omitting pertinent information and gang affiliation.

B. MEDICAL AND PSYCHOLOGICAL SCREENING APPEALS

Cases heard by a Staff Hearing Panel comprised of a managerial staff member of the State Personnel Board and a medical professional. The Board will be presented recommendations by a Hearing Panel on each appeal.

CASES HEARD BY A STAFF HEARING OFFICER

- (1) **CASE NO. 06-4633N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation
- (2) **CASE NO. 06-4641N**
Classification: Special Agent
Department: California Department of Justice
- (3) **CASE NO. 07-0510N**
Classification: Correctional Officer
Department: California Department of Corrections and Rehabilitation

**C. EXAMINATION APPEALS, MINIMUM QUALIFICATIONS, MERIT
ISSUE COMPLAINTS**

Cases heard by a Staff Hearing Officer, a managerial staff member of the State Personnel Board or investigated by Appeals Division staff. The Board will be presented recommendations by a Staff Hearing Officer or Appeals Division staff for final decision on each appeal.

NONE

**D. RULE 211 APPEALS, RULE 212 OUT OF CLASS APPEALS,
VOIDED APPOINTMENT APPEALS**

Cases heard by a Staff Hearing Officer, or a managerial staff member of the State Personnel Board. The Board will be presented recommendations by a Staff Hearing Officer for final decision on each appeal.

RULE 211

NONE

RULE 212

NONE

VOIDED APPOINTMENT

NONE

E. REQUEST TO FILE CHARGES CASES, PETITION FOR REHEARING

Investigated by Appeals Division staff. The Board will be presented recommendations by Appeals Division staff for final decision on each request.

REQUEST TO FILE CHARGES CASES

NONE

24. NON-HEARING AGENDA

The following proposals are made to the State Personnel Board by either the Board staff or Department of Personnel Administration staff. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to any of these proposals should submit a written notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Wednesday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

A. BOARD ITEMS PRESENTED BY STATE PERSONNEL BOARD OR DEPARTMENT OF PERSONNEL ADMINISTRATION TO ESTABLISH, REVISE OR ABOLISH CLASSIFICATIONS, ALTERNATE RANGE CRITERIA, ETC.

(1) ALTERNATE RANGE CRITERIA (ARC) 196

The Department of Social Services proposes changes to ARC 196 for Licensing Program Analyst. The revisions are patterned after the recent changes made to Staff Services

Analyst (General) Alternate Range Criteria and will allow for the effective recruitment of college graduates.

B. ABOLISHMENT OF CLASSES THAT HAVE HAD NO INCUMBENTS FOR MORE THAN TWO YEARS. DEPARTMENTS THAT UTILIZE THE CLASS AS WELL AS THE APPROPRIATE UNION HAVE NO OBJECTION TO THE ABOLISHMENT OF THESE CLASSES.

THE DEPARTMENT OF PERSONNEL ADMINISTRATION AND STATE PERSONNEL BOARD proposes to abolish the following unused classifications, which have been vacant for more than twenty-four months. Departments that utilize the class as well as the appropriate union have no objection to the abolishment of these classes. When classes are proposed to be abolished which are part of a class series, and other classes within the series will continue to be used, the class specification is included in the board item.

Title	Class Code
• Supervisor of Photography	2842
• Chief of Mobile Equipment Operations	6885
• Supervising Water Resource Control Engineer (Managerial)	3850
• Social Service Administrator II	9406
• Prison Industries Superintendent I (Swine Abattoir)	7134
• Prison Industries Superintendent I (Swine Production)	7135
• Prison Industries Superintendent I (Key Entry)	7180
• Prison Industries Superintendent I (Micrographics)	7181
• Prison Industries Superintendent I (Textile Mill)	7279
• Prison Industries Superintendent II (Key Entry)	7184
• Prison Industries Superintendent II (Textile Mill)	7282
• Prison Industries Superintendent II (Micrographics)	7185
• Prison Industries Superintendent II (Swine Production/Abattoir)	7140
• Community Program Administrator II	8340
• Grain and Commodity Supervisor I	0724
• Grain and Commodity Supervisor II	0356

C. BACKDATE OF APPOINTMENTS

State Personnel Board staff proposes the adoption of the following matters in which departments have requested an employee be appointed retroactively to a position. Staff has reviewed the following requests and has advised the Board of recommended action.

(1) CASE NO. 08-01BD

Request to Backdate Appointment

Classification: Office Building Manager II

Department: State Compensation Insurance Fund

(2) CASE NO. 08-05BD

Request to Backdate Appointment

Classification: Senior Vocational Rehabilitation

Counselor, Qualified Rehabilitation Professional

Department: Department of Rehabilitation

25. CAREER EXECUTIVE ASSIGNMENT (CEA) CATEGORY ACTIVITY

This section of the Agenda serves to inform interested individuals and departments of proposed and approved CEA position actions. The first section lists position actions that have been proposed and are currently under consideration. Any parties having concerns with the merits of a proposed CEA position action should submit their concerns in writing to the Classification and Compensation Division of the Department of Personnel Administration, the Consulting Services Division of the State Personnel Board, and the department proposing the action. To assure adequate time to consider objections to a CEA position action, issues should be presented immediately upon receipt of the State Personnel Board Agenda in which the proposed position action is noticed as being under consideration, and generally no later than a week to ten days after its publication. In cases where a merit issue has been raised regarding a proposed CEA position action and the dispute cannot be resolved, a hearing before the five-member Board may be scheduled. If no merit issues are raised regarding a proposed CEA position action, and the State Personnel Board approves it, the action becomes effective without further action by the Board. The second section of this portion of the Agenda reports those position actions that have been approved. They are effective as of the date they were approved by the Executive Officer of the State Personnel Board.

A. REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS CURRENTLY UNDER CONSIDERATION

(1) CHIEF DEPUTY DIRECTOR

The Department of Toxic Substances Control proposes to allocate the above position to the CEA category. This position will be responsible for the development and administration of department-wide policies, laws, and regulations relating to the Department's mission and vision. This position will represent the Director with external and internal stakeholders to identify stakeholder needs and the Department's ability to address those needs.

B. EXECUTIVE OFFICER DECISIONS REGARDING REQUESTS TO ESTABLISH NEW OR REVISE EXISTING CEA POSITIONS

NONE

ADJOURNMENT

DATE: December 2, 2008

TO: STATE PERSONNEL BOARD

FROM: Linda Flanagan
Personnel Program Analyst
Department of Personnel Administration

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division
Department of Personnel Administration

SUBJECT: Revision To The Alternate Range Criteria For Licensing Program
Analyst, California Department of Social Services.

SUMMARY OF ISSUES:

Proposed revision to Alternate Range Criteria 196 to allow individuals with a four year college degree to be appointed to Range C at the time of hire. The proposed revision is patterned after the recent changes made to Staff Services Analyst (General) Alternate Range Criteria and will allow for effective recruitment, retention and the department's succession planning of this classification.

CONSULTED WITH:

Nicole Holtzman, Department of Personnel Administration
Sharon Planchon, Department of Social Services
Colleen Kirtlan, Department of Social Services
Loanne Berry, Department of Social Services, Personnel
Mike Vignogna, Department of Social Services, Labor Relations
Jo Frederick, Department of Social Services, Community Care Licensing
Martha Mills, Department of Social Services, Community Care Licensing

In accordance with the terms of the DPA/AFSCME contract, DPA has notified the union in writing of this proposal. AFSCME has agreed to place this item on the consent calendar.

CLASSIFICATION CONSIDERATIONS:

On July 10, 2007, the State Personnel Board adopted revisions to the Staff Services Analyst (General) class to allow for the effective recruitment of college graduates. This item proposes similar revisions to the Licensing Program Analyst to enhance the recruitment, retention and departmental succession planning. It is critical the Department maintains this classification because the duties performed and the education required is essential to the work performed.

Specific changes include the following:

Amend the Alternate Range Criteria (ARC) for Licensing Program Analyst to enhance the recruitment, retention and succession planning of the department.

The revised ARC pattern closely corresponds to the Staff Services Analyst (General) classification. The two exceptions are Range B and Range D of ARC. The criteria for Licensing Program Analyst Range B identifies twelve months of experience for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities versus six months of outside experience found in the Staff Services Analyst (General) ARC, Range B. Range D of Licensing Program Analyst is the full journey level in the class versus the Staff Services Analyst (General) classification does not have a Range D.

RECOMMENDATIONS:

Effective December 2, 2008, the following recommendations are adopted by the State Personnel Board.

1. That the proposed Alternate Range Criteria for the class Licensing Program Analyst as shown in this calendar be adopted.
2. That the Alternate Range Criteria for this class be amended as follows:

LICENSING PROGRAM ANALYST ALTERNATE RANGE CRITERIA 196

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of a Licensing Program Analyst.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B, Range C, or Range D.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months ~~of~~ as a Licensing Program Analyst, Range A, and may apply to persons who have one year of experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities, ~~and possess the equivalent to graduation from college.~~

Range C. This range shall apply to persons who have the equivalent to graduation from college with any major; or have satisfactorily completed the equivalent to of 12 months of as a Licensing Program Analyst, Range B; and may apply to persons who have: the equivalent of 18 months of satisfactory experience outside of State service performing 1. Two years of experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities; and possess the equivalent to graduation from college. or

~~2. An advanced degree in the field of Human Services or Behavioral Sciences, such as a Master's in Social Work, Master's in Counseling, or other related field. (Advanced degrees must include a minimum of 60 semester or 90 quarter units and appropriate field experience to meet the educational requirement.)~~

Range D. This range shall apply to persons who have satisfactorily completed the equivalent to of 12 months of Licensing Program Analyst, Range C; ~~or~~ and may apply to persons who have: 36 months 1. Three years of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college. or

~~2. One year of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possession of an advance degree in the field of Human Services or Behavioral Sciences, such as a Master's Degree in Social Work, Counseling or other related field. (Advanced degrees must include 60 semester or 90 quarter units and appropriate field service experience to meet the educational requirement.)~~

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

CLASSIFICATION CONSIDERATIONS

Instructions: Complete after if Concept (Part A) is approved by DPA. Answer all applicable questions, providing enough information to support your proposal. Return this with a signed transmittal form to your DPA and SPB Analysts.

Background

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

The Licensing Program Analyst class (LPA) series was established in July 1983 to describe work performed in the Community Care Licensing Division (CCLD). Previously the LPA series included the LPA I (a deep class consisting of three alternate ranges) and LPA II classifications. Over the years, the California Department of Social Services (CDSS) abolished the LPA II classification and added a Range D to the LPA class, based on the finding that promotion from LPA I to the LPA II was virtually automatic. Renaming the deep class of LPA I to LPA more accurately reflects the use of the class. Currently, the LPA class has four Ranges; A, B, C, and D. Ranges A, B, and C represent the training and first working level of the class. Range D is the full journey level in the class. The LPA Range D may perform the more difficult and sensitive licensing investigations.

In recent years, there has been dramatic growth in the community care industry and in the applicable laws and regulations. Additionally, there has been a significant increase in litigation, administrative hearings, and other legal actions. With this growth in program size and complexity has come a corresponding increase in the magnitude and level of LPA duties and responsibilities; i.e., staff training, lead responsibility on team projects, licensing report review, policy development and consultation on difficult legal cases. It has been increasingly difficult to ensure that newly hired LPAs are assigned less difficult and less complex facilities or tasks. Typically, LPAs are assigned a full licensing caseload based on geographic area rather than the level of difficulty in the cases handled. This is done in order to maximize the time available to be in the facilities, to minimize travel time and expense, and to allow the LPA to become familiar with the particular communities and facilities they serve. The LPA is expected to handle all activities associated with this caseload with varying degrees of supervision by a Licensing Program Manager, or assistance from an experienced LPA.

Incumbents in the LPA class are qualified to perform duties directly related to the licensure of community care facilities. Incumbents in the Staff Services Analyst (SSA) class, which is also used to recruit college graduates, are qualified to perform analytical work in a variety of staff services assignments. While the minimum qualifications for the LPA focus on college graduates preferably with specialization in public or business administration, accounting, economics, political or social science, or law, both classifications are drawn from the same candidate pool - college graduates.

In August 2007, the State Personnel Board revised the SSA's minimum qualifications and Alternate Range Criteria 069 to allow for the effective recruitment of college graduates. In addition, another CDSS department specific class, Disability Evaluation

Analyst (DEA), has been included in the pending Board Item to update the alternate range criteria to bring them in line with the SSA class. Once this is approved, we anticipate it will become even more difficult to retain LPAs.

CDSS is currently experiencing retention difficulties with its LPA classification as well as anticipated loss of knowledge and skill due to retirement. According to current statistics, over 60 percent of our LPM II and LPM I's are close to retirement age. Forty percent of our LPA's who may be chosen to promote to the LPM II and LPM I's are fifty years of age and older. We as a department need a plan to retain the knowledge and history of this department. We must consider succession planning to keep suitable employees through mentoring and training to replace key players within our organization as they retire. We anticipate by making changes to the alternate range criteria we will attract more candidates to the LPA classification. It will also allow the LPA class to compete with the salary of the SSA and DEA once the DEA alternate range criteria has been approved. We need a plan to retain the knowledge and history of this department.

The last LPA exam administered by CDSS was given in April 2007. Approximately 830 candidates passed the exam and 75 percent of those candidates possessed a college degree, which allowed them entrance to the exam. If these candidates were appointed to a LPA position, they would be appointed at Range A. The difference between the minimum step of Range A of the LPA and the minimum step of Range C of the SSA and the DEA is \$890. This huge difference could negatively impact the CDSS' ability to recruit and retain LPAs. Such a discrepancy certainly is inconsistent with sound personnel management principles. We anticipate that if candidates with a four-year college degree can be appointed immediately to Range C of the SSA and DEA classifications, many potential and current candidates with a college degree will choose the SSA and DEA classes as opposed to the hard to fill LPA positions.

In addition, this proposal would also address another inequity issue between the LPA and the SSA. Currently, incumbents in the LPA classification hired at Range A are required to have at least three years of experience before they are eligible to take examinations for the associate/journey level. Meanwhile, incumbents appointed at Range C of the SSA class are eligible for associate/journey level examinations after only six months of employment (early entrance) and eligible for appointment to the associate/journey level after only one year (12 months).

Classification Considerations

2. What classification(s) does the subject class(es) report to?
Licensing Program Manager
3. Will the subject class(es) supervise? If so, what class(es)?
No
4. What are the specific duties of the subject class(es)?

The LPA reviews, analyzes and evaluates fiscal, administrative and program components of applications for licensure; recommends approval or denial of licenses;

monitors and evaluates licensed facilities for regulatory compliance; investigates complaints, gathers evidence and documents findings; recommends legal/administrative actions to be taken against facilities found to be in noncompliance; and provides ongoing technical assistance and consultation to licensees, local governmental agencies, private and public organizations, and other State agencies. Other responsibilities may include training of other professional staff and consultation with divisional and departmental staff to analyze and recommend changes in policy, procedures and regulations affecting community care licensing.

5. What is the decision-making responsibility of the subject class(es)?

Each LPA is responsible for assessing the ability of the facilities that ensure the health, safety and well-being of the residents under their care. Assessments are based on results of site visits, review of financial records, review of facility owner, operator and employee backgrounds and investigation of complaints.

Caseloads are assigned geographically and each LPA is responsible for those facilities within his/her assigned boundaries. Because it is legislatively mandated that facility visits not be announced, LPAs commonly come upon complex situations that are unexpected and unpredictable. The LPAs may encounter residents at risk or volatile situations during these site visits. LPAs must make immediate decisions to ensure the safety of residents as well as their own personal safety.

6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (Program problems, lost funding, public safety compromised, etc.)

Consequences of error include risk to life and health of residents in facilities, risk to personal safety, and diminished credibility of the Department with the public, the Legislature, providers, and public and private agencies.

7. What are the analytical requirements expected of incumbents in the subject class(es)?

As noted above, the LPA is expected to review, analyze and evaluate fiscal, administrative and program components of applications for licensure; recommend approval or denial of licenses; investigate complaints, which includes gathering of evidence and documentation of findings in a manner sufficient to support legal or administrative actions; and may analyze policy and recommend change.

8. What are the purpose, type, and level of contacts incumbents in the subject class(es) make?

The LPA has daily contact with facility owners and operators, applicants for licensure, residents of facilities, local governmental agencies, private and public organizations and other State agencies.

Need for New Class (if necessary)

9. For new classes only: what existing classes were considered and why were they not appropriate?

N/A

Minimum Qualifications

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (Include inside and outside experience patterns.)

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess a license will be admitted to the examination but must secure the license prior to appointment.

And

Either I

Education: Equivalent to graduation from college with any major, but preferably with specialization in public or business administration, accounting, economics, political or social science, or law. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.) (Work experience in the California state service may be substituted for the required education on a year-for-year basis by applicants who have at least six semester hours of college level training in public or business administration, accounting, economics, political science, statistics, or law.)

Or II

Experience: Six months of experience in the California State service performing the duties of a Personnel Technician I, Range B; Budget Technician I, Range B; Management Services Technician, Range B; or Occupational Technician (General), Range B.

Or III

Experience: One year of experience in the California state service performing the duties of a class at a level of responsibility equivalent to a Program Technician II, Office Services Supervisor I, or Office Technician.

And

Education: Twelve semester or 18 quarter units of college courses in Public or Business Administration, Accounting, Economics, Political or Social Science, English, Speech, Statistics, Law, or a closely related area.

The current ARC 196 appears below:

Established 7/6/83

Revised 10/21/93

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B, Range C, or Range D.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Licensing Program Analyst, Range A, and may apply to persons who have one year of experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college.

Range C. This range shall apply to persons who have satisfactorily completed the equivalent to 12 months of Licensing Program Analyst, Range B, and may apply to persons who have:

1. Two years of experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college. Or
2. An advanced degree in the field of Human Services or Behavioral Sciences, such as a Master's in Social Work, Master's in Counseling, or other related field. (Advanced degrees must include a minimum of 60 semester or 90 quarter units and appropriate field experience to meet the educational requirement.)

Range D. This range shall apply to persons who have satisfactorily completed the equivalent to 12 months of Licensing Program Analyst, Range C, and may apply to persons who have:

1. Three years of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college. Or
2. One year of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possession of an advance degree in the field of Human Services or Behavioral Sciences, such as a Master's Degree in Social Work, Counseling or other related field. (Advanced degrees must include 60 semester or 90 quarter units and appropriate field service experience to meet the educational requirement.)

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

DSS proposes revising ARC 196 as follows:

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of a Licensing Program Analyst.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B, Range C, or Range D.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months of Licensing Program Analyst, Range A, and may apply to persons who have one year of experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities.

Range C. This range shall apply to persons who have graduated from a recognized

four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Licensing Program Analyst, Range B experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities.

Range D. This range shall apply to persons who have satisfactorily completed the equivalent of 12 months of Licensing Program Analyst Range C; and may apply to persons who have three years of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

Probationary Period

☐ The probationary period is six months

11. If a probationary period other than six months is proposed, what is the rationale?

The probationary period for the LPA classification will remain 12 months in order to assess performance of the full range of duties by incumbents.

Status Considerations

12. What is the impact on current incumbents?

Incumbents who meet the revised Alternate Range Criteria 196 will be allowed to advance immediately to Range C.

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

See answer to # 12.

Consulted With

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

Nicole Holtzman, Department of Personnel Administration

Sharon Planchon, Department of Social Services, Personnel

Colleen Kirtlan, Department of Social Services, Personnel

Loanne Berry, Department of Social Services, Personnel

Mike Vignogna, Department of Social Services, Labor Relations

Jo Frederick, Department of Social Services, Community Care Licensing
Martha Mills, Department of Social Services, Community Care Licensing

ALTERNATE RANGE CRITERIA 196

Established 7/6/83

Revised 10/21/93; Revised _____

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of a Licensing Program Analyst.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B, Range C, or Range D.

Range B. This range shall apply to persons who have satisfactorily completed the equivalent of six months ~~of~~ as a Licensing Program Analyst, Range A, and may apply to persons who have one year of experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities ~~and possess the equivalent to graduation from college.~~

Range C. This range shall apply to persons who have the equivalent to graduation from college with any major; or have satisfactorily completed the equivalent ~~to~~ of 12 months ~~of~~ as a Licensing Program Analyst, Range B; ~~and may apply to persons who have:~~ the equivalent of 18 months of satisfactory experience outside of State service performing analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities.

- ~~1. Two years of experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college. or~~
- ~~2. An advanced degree in the field of Human Services or Behavioral Sciences, such as a Master's in Social Work, Master's in Counseling, or other related field. (Advanced degrees must include a minimum of 60 semester or 90 quarter units and appropriate field experience to meet the educational requirement.)~~

Range D. This range shall apply to persons who have satisfactorily completed the equivalent ~~to~~ of 12 months of Licensing Program Analyst, Range C, ~~and may apply to persons who have:~~ or 36 months of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college.

- ~~1. Three years of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possess the equivalent to graduation from college. or~~
- ~~2. One year of professional experience involving analytical, evaluative, or enforcement duties for a social service program for children, adults, or the elderly in need of care and supervision as provided in community care facilities and possession of an advance degree in the field of Human Services or Behavioral Sciences, such as a Master's Degree in Social Work, Counseling or other related field. (Advanced degrees must include 60 semester or 90 quarter units and appropriate field service experience to meet the educational requirement.)~~

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.674, except that upon movement to Range C, the provisions of DPA Rule 599.676 shall apply.

DEPARTMENT OF PERSONNEL ADMINISTRATION**CLASSIFICATION AND COMPENSATION DIVISION**

1515 "S" STREET, NORTH BUILDING, SUITE 400
SACRAMENTO, CA 95814-7243



DATE: October 31, 2008

TO: STATE PERSONNEL BOARD

FROM: Dave Rechs, Staff Personnel Program Analyst
Classification and Compensation Division

REVIEWED BY: Belinda Collins, Chief
Classification and Compensation Division

SUBJECT: Abolishment of Vacant Civil Service Classes

SUMMARY OF ISSUES:

In the interest of maintaining the State's overall classification plan, the Department of Personnel Administration and State Personnel Board propose to abolish the following sixteen vacant classifications. These classes have gone unused for more than twenty-four months, and their future use is not anticipated. Since some of these classifications are part of a series, we have included the class specifications in the board item.

CONSULTED WITH:

Frank Marr, Department of Personnel Administration

All pertinent exclusive representatives have been noticed regarding this proposed class abolishment and there have been no objections.

RECOMMENDATIONS:

That effective December 1, 2008 the below civil service classes listed in this calendar be abolished.

Title	Class Code
Supervisor of Photography	2842
Chief of Mobile Equipment Operations	6885
Supervising Water Resource Control Engineer (Managerial)	3850
Social Service Administrator II	9406

Title	Class Code
Prison Industries Superintendent I (Swine Abattoir)	7134
Prison Industries Superintendent I (Swine Production)	7135
Prison Industries Superintendent I (Key Entry)	7180
Prison Industries Superintendent I (Micrographics)	7181
Prison Industries Superintendent I (Textile Mill)	7279
Prison Industries Superintendent II (Key Entry)	7184
Prison Industries Superintendent II (Textile Mill)	7282
Prison Industries Superintendent II (Micrographics)	7185
Prison Industries Superintendent II (Swine Production/Abattoir)	7140
Community Program Administrator II	8340
Grain and Commodity Supervisor I	0724
Grain and Commodity Supervisor II	0356

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PHOTOGRAPHY
Series Specification
(Established March 17, 1971)

SCOPE

This series specification describes the Photography classes in State service.

Photographers perform a variety of photographic duties involving still and motion picture photography and photographic processing. In some departments, photographers may be required to perform legal photographic work and provide testimony as an expert witness on behalf of the State in civil or criminal litigation cases. Entry into this series is typically at the Photographer level.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
FK30	2845	Photographer
FK25	2843	Senior Photographer
FK20	2842	Supervisor of Photography

DEFINITION OF LEVELS

PHOTOGRAPHER

The Photographer class is the entry and journey person working level in the series. Photographers do still and motion picture photography and photographic processing. A Photographer works either under the direction of a higher level photographer or without technical supervision performing work of average difficulty where the photographic requirements of a department are not extensive.

SENIOR PHOTOGRAPHER

The Senior Photographer class is the working-lead person level performing assignments requiring independent interpretation of objectives and application of methods. Where the photographic requirements of the department are more extensive, complex, and varied, a Senior Photographer may be in charge. Considerable aerial photography is normally performed by this class.

~~SUPERVISOR OF PHOTOGRAPHY~~

~~The Supervisor of Photography class is the full supervisory level in the series. A Supervisor of Photography is responsible for all of the photographic programs of a State agency having the most extensive, complex, and varied photographic requirements; or assumes equivalent responsibilities for a portion of the program in those departments where the photographic program is divided into regions of the State each with a large photographic staff. The class normally supervises the work of both technical and clerical assistants.~~

MINIMUM QUALIFICATIONS

PHOTOGRAPHER

Two years of experience in still and motion picture photography, including both laboratory and field work. (Photofinishing is not qualifying.) (Completion of twelve semester hours of college-level courses in photography may be substituted for one year of the required experience.)

SENIOR PHOTOGRAPHER

Either I

One year of experience performing the duties of Photographer in the California state service.

Or II

Three years of experience in still and motion picture photography, including both laboratory and field work, one year of which must have been in commercial or industrial photography. (Photofinishing is not qualifying.) (Completion of twelve semester hours of college-level courses in photography may be substituted for one year of the required general experience.)

~~SUPERVISOR OF PHOTOGRAPHY~~~~Either I~~

~~Two years of experience performing the duties of a Photographer in the California state service.~~

~~Or II~~

~~One year of experience performing the duties of a Senior Photographer in the California state service.~~

~~Or III~~

~~Four years of experience in still and motion picture photography including both laboratory and field work. (Photofinishing is not qualifying.) (Completion of twelve semester hours of college-level courses in photography may be substituted for one year of the required general experience.)~~

KNOWLEDGE AND ABILITIES

PHOTOGRAPHER

Knowledge: Material Safety Data Sheets; and modern photographic methods, techniques, supplies, and equipment used in photographic processes.

Ability to: Operate all types of photographic equipment, including motion picture equipment; perform aerial photography; read and write English at a level required for successful job performance; perform photographic laboratory work including color processing and printing; analyze situations accurately and take effective action; establish and maintain cooperative relations with those contacted in the work; ~~spe-~~
~~and write~~ and communicate effectively.

SENIOR PHOTOGRAPHER

Knowledge of: All of the above.

Ability to: All of the above, and lead the work of others.

~~SUPERVISOR OF PHOTOGRAPHY~~

~~Knowledge of: All of the above, and the principles of effective supervision; a supervisor's role in safety, health, affirmative action and labor relations, and the processes available to meet these program objectives.~~

~~Ability to: All of the above, and effectively contribute to the department's safety, health, affirmative action and labor relations objectives.~~

SPECIAL PERSONAL CHARACTERISTICS

All levels require the following special personal characteristics: Creative ability; aesthetic judgment; and normal color vision. Color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test. Willingness to travel throughout the State.

ADDITIONAL DESIRABLE QUALIFICATION

Education equivalent to completion of the twelfth grade.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Photographer	4/9/48	3/27/90	7/5/62
Senior Photographer	7/7/60	3/27/90	7/5/62
Supervisor of Photography	6/10/35	3/27/90	7/5/62

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

MOBILE EQUIPMENT SUPERINTENDENT
Series Specification
(Established December 6, 1995)

SCOPE

This series specification describes ~~three~~ two classes in the California state service which are responsible for mobile equipment operations.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
QK80	6848	Mobile Equipment Superintendent I
QM60	6886	Mobile Equipment Superintendent II
QM50	6885	Chief of Mobile Equipment Operations

DEFINITION OF SERIES

The Mobile Equipment Superintendent series describes work which involves managing and supervising the procurement, assignment, repair, maintenance, and final disposition of motor vehicles, maintenance and construction equipment, nautical fleet, motor pool service, and other related specialized mobile equipment; and other related work.

ENTRY LEVEL

Entry into this series is typically through the class of Heavy Equipment Mechanic.

FACTORS AFFECTING POSITION ALLOCATION

Scope of responsibility, complexity of assigned work, impact of decisions, and extent of supervisory ~~and management~~ decisions.

DEFINITION OF LEVELS

MOBILE EQUIPMENT SUPERINTENDENT I

This is the first supervisory level of the series. Under direction, incumbents are in charge of the repair and maintenance work of a variety of equipment in a repair shop or an assigned geographic area.

Incumbents supervise and instruct journey level mechanics and helpers in the repair of automobiles, trucks, tracklayers, graders, cranes, generators, compressors, boats, and other related mechanical equipment

to determine repair work needed, estimate cost of repairs, and purchase necessary parts within delegated authority; prepare plans for modification of equipment; maintain parts and equipment inventory; assign work and set priorities; direct the repair and maintenance work for conformance to agency standards and review progress of the work; inspect and test completed work; maintain shop tools and equipment; schedule and inspect repair work being performed in private repair shops; instruct personnel in the application of safety practices and procedures for disposal of hazardous material, respiratory protection equipment, and other facility safety requirements; direct application of hazardous waste controls, collection, disposal, and recordation; maintain equipment records; and write letters and reports; represent the department in its contact with repair shops, parts houses, and equipment manufacturers.

MOBILE EQUIPMENT SUPERINTENDENT II

This is the second supervisory level of the series. Under general direction, incumbents at this level have responsibility for a geographic area of the State to plan and direct shop operations to ensure that inspection and repair of equipment, purchasing, safety, training, records management, delegations of authority, and shop management procedures are being followed. Incumbents conduct audit of parts, supplies, and tools for use in maintaining equipment and vehicles; conduct evaluations on replacement of equipment and materials; evaluate equipment effectiveness and new features of equipment for inclusion in future specifications; formulate recommendations on repair or disposal of equipment and purchase of new equipment; coordinate and approve equipment purchases within delegated authority and other nondelegated responsibilities; assist in the design and adaptation of equipment; test equipment to determine its adaptability for State use; formulate recommendations on maintenance and construction equipment, repair procedures, and technical specifications for automotive and special equipment utilized by the agency; schedule repairs to facilitate maximum usage of equipment; act as liaison between the department and the Department of General Services, vendors, and other departments; oversee budgeting, establishment of rental rates, cost accounting, and purchase documents; conduct accident investigations and annual evaluations of all shops or on a statewide basis; develop and manage mobile equipment training programs; supervise and conduct technical training, safety, and other administrative functions; develop training programs for the operation and repair of specialized equipment; conduct studies to assess alternatives and improved methods; write reports and correspondence; and review pending legislation to determine the impact on mobile equipment operations.

~~CHIEF OF MOBILE EQUIPMENT OPERATIONS~~

~~This is the managerial level. The incumbent has full management responsibility in a major State agency to plan, organize, and direct a statewide program for purchase, maintenance and disposition of a fleet of automotive, nautical, heavy construction and maintenance equipment. Incumbent develops and recommends policy; conducts long range planning for future equipment and repair facilities; manages the electronic data collection system; evaluates equipment requirements and assists various units in the selection of appropriate equipment for specific jobs; directs the preparation of budget for procurement or replacement of all vehicle equipment units; directs preparation of specifications for the purchase of construction maintenance or other mobile equipment; establishes rental rates for equipment; directs preparation of manuals of instruction for equipment operation, facility safety and safe work practices; directs and approves preparation of specifications for equipment maintenance facilities; directs investigations concerning misuse of State vehicles and citizens' complaints; conducts annual shop and equipment inspections; serves as the department's representative in interagency transactions for equipment and facility sharing with the Department of General Services; and may serve as a member of the Executive Committee of the State Equipment Council with responsibility for making statewide policy for the fleets of California.~~

MINIMUM QUALIFICATIONS

MOBILE EQUIPMENT SUPERINTENDENT I

Either I

Two years of experience in the California state service performing the duties of a Heavy Equipment Mechanic.

Or II

Two years of experience within the last five years as a journey level heavy equipment mechanic; and completion of a recognized apprenticeship as an automobile or heavy equipment mechanic.

Or III

Five years of experience within the last ten years, as a journey level automobile or heavy equipment mechanic, two years of which must have been as a heavy equipment mechanic; and education equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

MOBILE EQUIPMENT SUPERINTENDENT II

Either I

Two years of experience in the California state service performing duties equivalent in responsibility to those of a Mobile Equipment Superintendent I.

Or II

Four years of experience in the construction or repair of automotive and heavy construction equipment, two years of which shall have been in the supervision of the work of at least six journey level mechanics or machinists engaged in constructing or repairing a general line of automotive or construction equipment. (Graduation from college with major work in mechanical engineering may be substituted for two years of the nonsupervisory experience.)

~~CHIEF OF MOBILE EQUIPMENT OPERATIONS~~Either I

~~One year of experience in the California state service performing duties equivalent in responsibility to those of a Mobile Equipment Superintendent II.~~

Or II

~~Five years of supervisory experience in the operation, maintenance, and/or repair of a fleet of at least 100 automotive and heavy construction equipment units. (Experience in the California state service applied toward this requirement must include at least one year of experience at a level comparable to a Mobile Equipment Superintendent II.) (Graduation from college with major work in mechanical engineering may be substituted for two years of the required experience.)~~

KNOWLEDGE AND ABILITIES~~ALL~~ BOTH LEVELS:

Knowledge of: Principles and practices of personnel management and supervision including budgeting, planning, and employee development and training; principles, practices, and operative characteristics for construction, operation, maintenance, use, and repair of motorized and nautical vehicles and other mechanical equipment used on heavy construction and maintenance work; approved methods, costs, tools, and equipment used for the repair and fabrication of the equipment used in the maintenance and construction of flood control and appurtenant structures; principles and methods of preventative maintenance; equipment requirements for maintenance and construction work; electronic data collection systems; safety regulations governing shop operation, including facility safety requirements, Hazardous Materials Communications Program, Respiratory Protection Policy, and other functions; responsibilities and procedures of State level policies; departmental goals and policies; methods of maintaining equipment records and perpetual inventory of supplies; the department's Equal Employment Opportunity Program objectives; and a manager's supervisor's role in the Equal Employment Opportunity Program and the processes available to meet these objectives.

Ability to: Read and write English at a level required for successful job performance; analyze situations accurately and take appropriate action; establish and maintain priorities; inspect equipment, locate defects, identify cause of excessive wear or mechanical problems with equipment, and determine feasibility of making repairs; develop cost estimates for repairing equipment; read, interpret, and work from plans, drawings, and specifications; design special equipment; prepare budget for procurement or replacement of mobile equipment maintenance or other mobile equipment; monitor expenditures and operate within a budget; conduct investigations; keep necessary records and write reports; plan and conduct statewide training classes in equipment operation; prepare procedure manuals; plan, organize, and coordinate the work of others; use personal computers; gain and maintain confidence and cooperation of others; and effectively contribute to the department's equal employment opportunity objectives.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Mobile Equipment Superintendent I	9/27/46	12/6/95	12/6/95
Mobile Equipment Superintendent II	12/6/95	--	--
Chief of Mobile Equipment Operations	11/20/64	12/6/95	12/6/95

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

WATER RESOURCE CONTROL ENGINEER
Series Specification
(Established September 18, 1975)

SCOPE

This series specification describes ~~five~~ four levels of Engineers used at the State Water Resources Control Board and Regional Water Quality Control Boards. Incumbents perform engineering duties related to the water quality and water rights programs of the Board; conduct or supervise investigations, inspections, studies, and preparation of surveys and reports; conduct, supervise, or manage the preparation of waste discharge requirements and permits, water rights hearings, permits, licenses, enforcement actions, and other work related to the implementation of Federal and State water quality and water rights laws and policies; review facilities' plans and engineering documentation for the construction of wastewater treatment plants under the State/Federal clean water grant program; advise and consult with Federal and local agencies involved in water quality control and water rights, often involving extensive public and professional contacts; may act as expert witnesses in Board or court actions. These classes are used as the primary engineering series by the State Water Resources Control Board and the Regional Boards.

ENTRY TO THE SERIES

Entry to the series is typically from outside of State service at the Water Resource Control Engineer level.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
ID39	3846	Water Resource Control Engineer
ID10	3844	Senior Water Resource Control Engineer
ID40	3849	Supervising Water Resource Control Engineer (Supervisory)
ID41	3850	Supervising Water Resource Control Engineer (Managerial)
ID52	3851	Principal Water Resource Control Engineer

FACTORS AFFECTING POSITION ALLOCATION

Complexity of assigned work; independence of action; consequence of error; impact of decisions on statewide programs; extent of supervisory and management responsibility; reporting relationships; extent of delegation from higher levels; and degree of independent decision-making responsibility.

DEFINITION OF LEVELS

WATER RESOURCE CONTROL ENGINEER

This is the entry through journey levels of the series. Incumbents move through the ranges as competency and performance increases.

Range A is the entry and first working level in the class. Under close supervision, incumbents perform less difficult professional water quality control or water rights-related engineering work.

Range B is the intermediate working level. Under general supervision, incumbents perform professional water quality control or water rights-related engineering work of average difficulty.

Range C is the full (nonregistered) journey level in the class. Under direction, incumbents perform difficult professional water quality control or water rights-related engineering work. They may act as lead workers on projects of least to more difficult in complexity or be assigned staff specialist responsibilities in support of project managers or other technical or programmatic functions.

Range D is the full (registered) journey level in the class. Under direction, incumbents perform difficult professional water quality control or water rights-related engineering work. They may act as lead workers on more complex projects or be assigned technical staff responsibilities in support of project managers or other technical or programmatic functions. This level may be used in a lead capacity over other Water Resource Control Engineers or other professional or technical employees. Range D requires possession of a valid certificate of registration as a civil or professional engineer issued by the California State Board of Registration for Professional Engineers.

SENIOR WATER RESOURCE CONTROL ENGINEER

The Senior Water Resource Control Engineer is either (1) the first line supervisor of a unit within a Division or Region; or (2) a nonsupervisory staff specialist assigned to perform the most complex and technical engineering assignments. The senior level is the first level to which administrative responsibility is assigned.

SUPERVISING WATER RESOURCE CONTROL ENGINEER (SUPERVISORY)

The Supervising Water Resource Control Engineer (Supervisory) is the full supervisory level in the series. Positions supervise at least two or more major units of a Division at the State Board or a Regional Water Quality Control Board. Incumbents are responsible for the flow of work, the utilization of personnel, instruction of supervisory technical personnel, and the coordination of their activity with other organizational components. Supervising Water Resource Control Engineers (Supervisory) typically report to a Principal Water Resource Control Engineer, Division Chief, or Executive Officer.

~~SUPERVISING WATER RESOURCE CONTROL ENGINEER (MANAGERIAL)~~

~~The Supervising Water Resource Control Engineer (Managerial) is the first management level in the series. Incumbents in these positions supervise two or more major units; assist a Regional Board Executive Officer in developing policy; plan, direct, and coordinate the work of a Regional Board office; and may act in the absence of the Regional Executive Officer. These positions are typically found in those Regional Boards which do not have a Principal Water Resource Control Engineer.~~

PRINCIPAL WATER RESOURCE CONTROL ENGINEER

The Principal Water Resource Control Engineer either (1) assists the Chief of a Division at the State Board in developing policy; planning, directing, and coordinating the work of the division, in addition to being in charge of a branch with two or more major subdivisions; or (2) assists the Executive Officer of a Regional Board in developing policy; planning, directing, and coordinating the work of the Regional Board office, in addition to being in charge of two or more major subdivisions. In both settings, may act in the absence of the Division Chief/Regional Executive Officer.

MINIMUM QUALIFICATIONS

ALL LEVELS:

Education: Equivalent to graduation from college with a bachelors or advanced degree curriculum accredited by the Accreditation Board for Engineering and Technology with major work in environmental, chemical, sanitary, mechanical, agricultural, geotechnical, or civil engineering, or a related engineering discipline. (If the Accreditation Board accredits any engineering curriculum for Engineering in the institution from which the degree is earned, all engineering curricula from that institution will be considered accredited.) Possession of equivalent qualifications may be demonstrated by graduation from an unaccredited curriculum in any of the above specialized engineering fields, which includes the basic engineering courses normally covered in a standard four-year course, and by qualifying in a written examination covering water quality control engineering. (Registration as a Senior or graduate student in any of the above specialized engineering fields will admit the applicant to the examination, but they must produce evidence of graduation before they will be considered eligible for appointment.)

SENIOR WATER RESOURCE CONTROL ENGINEER

Possession of a valid certificate of registration as a civil or professional engineer issued by the California State Board of Registration for Professional Engineers. (Applicants who are not

registered professional engineers will be admitted to the examination but must secure the certificate of registration before being considered for appointment.)

and
Either I

Experience: Two years of experience performing the duties of a Water Resource Control Engineer, Range C or D, in the California state service.

Or II

Experience: Five years of increasingly responsible professional experience in water quality control, water pollution control, sanitary, environmental, chemical, civil, or water rights engineering, or a related field (two years of which must have been supervisory or administrative experience requiring public or official contacts or at a level of responsibility comparable to that of a Water Resource Control Engineer, Range C or D, in the California state service).

SUPERVISING WATER RESOURCE CONTROL ENGINEER (SUPERVISORY)
~~SUPERVISING WATER RESOURCE CONTROL ENGINEER (MANAGERIAL)~~

Possession of a valid certificate of registration as a civil or professional engineer issued by the California State Board of Registration for Professional Engineers.

and
Either I

Experience: Two years of experience in the California state service performing the duties of a Senior Water Resource Control Engineer.

Or II

Experience: Five years of increasingly responsible professional engineering experience in water quality management, water pollution control, sanitary, environmental, chemical, civil, or water rights engineering, or a related field (two years of which must have been supervising an engineering staff responsible for the planning, development, and implementation of a major portion of a water program at a level of responsibility comparable to that of a Senior Water Resource Control Engineer in the California state service).

PRINCIPAL WATER RESOURCE CONTROL ENGINEER

Possession of a valid certificate of registration as a civil or professional engineer issued by the California State Board of Registration for Professional Engineers.

and
Either I

Experience: Two years of experience in the California state service performing duties of a Supervising Water Resource Control Engineer ~~(Managerial)~~ or (Supervisory).

Or II

Experience: Six years of increasingly responsible professional supervisory engineering experience in water quality management, water pollution control, sanitary, environmental, chemical, civil, or water rights, or a related field [two years of which must have been supervising an engineering staff responsible for the planning,

development, and implementation of a major water program at a level of responsibility comparable to that of a Supervising Water Resource Control Engineer ~~(Managerial)~~ or (Supervisory) in the California state service].

KNOWLEDGE AND ABILITIES

WATER RESOURCE CONTROL ENGINEER

Knowledge of: Principles of water quality control, water rights, and water resource management; environmental, chemical, civil, agricultural, geotechnical, and sanitary engineering principles relating to the treatment and disposal of sewage and industrial and other wastes; design of and construction of water and wastewater facilities; and physical, biological, and chemical factors relating to the control of water pollution and quality, and the management of surface and ground water.

Ability to: Evaluate cases of water quality degradation and pollution or nuisance conditions and make recommendations for their elimination and control; prepare, review, check, or interpret engineering reports, plans, estimates, and specifications for varied water and wastewater control facilities; conduct and/or have lead responsibilities over monitoring and surveillance activities; assist in conducting water quality and water rights oriented studies, and assist in the preparation of water quality control plans; dictate correspondence and prepare engineering reports; analyze situations accurately and adopt an effective course of action; establish and maintain cooperative relations with those contacted in the course of the work; communicate effectively; and interpret and apply the rules, regulations, and requirements of the State Water Resources Control Board and Regional Water Quality Control Boards.

SENIOR WATER RESOURCE CONTROL ENGINEER

SUPERVISING WATER RESOURCE CONTROL ENGINEER (SUPERVISORY)

~~SUPERVISING WATER RESOURCE CONTROL ENGINEER (MANAGERIAL)~~

PRINCIPAL WATER RESOURCE CONTROL ENGINEER

Knowledge of: All of the above, and the State Water Quality Control Act; principles, policies, regulations, and requirements of the State Water Resources Control Board and Regional Water Quality Control Boards; State and regional water quality control and water rights programs and related programs of other State and Federal agencies; bacteriological, biological, and chemical factors relating to the control of water pollution and quality, and the management of surface and ground water quality; the Board's Equal Employment Opportunity Program objectives; a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employment development and promotion, and for maintaining a work environment that is free of discrimination and harassment; methods and techniques of effective leadership; and California's legislative, budget, and general administrative processes.

Ability to: All of the above, and interpret and apply the State and Federal Water Quality Control Acts, water rights principles, and the policies, regulations, and requirements for the State Water Resources Control Board and Regional Water Quality Control Boards in all program areas; interpret engineering plans, estimates, and specifications; plan, organize, direct, and coordinate the work of others; direct major field investigations and surveys; conduct special studies; analyze technical data and prepare recommendations for the abatement or control of water pollution or nuisance; and effectively contribute to the Board's equal employment opportunity objectives.

ADDITIONAL DESIRABLE QUALIFICATION

ALL LEVELS:

Willingness to travel in performing fieldwork throughout the State.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Water Resource Control Engineer	9/18/75	5/23/00	--
Senior Water Resource Control Engineer	2/17/50	5/23/00	9/18/75
Supervising Water Resource Control Engineer (Supervisory)	2/17/50	5/23/00	10/22/85
Supervising Water Resource Control Engineer (Managerial)	10/22/85	5/23/00	
Principal Water Resource Control Engineer	6/17/86	5/23/00	--

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PRISON INDUSTRIES SUPERINTENDENT I
(Various Industries)
Series Specification
(Established September 18, 1984)

SCOPE

This specification describes the following classifications used in the various industrial enterprises of the Prison Industry Authority. Positions are utilized at various correctional facilities including the California Department of Corrections, local jails, and return-to-custody facilities. Incumbents assist a Prison Industries Superintendent II in the planning, organizing, and supervision of an industrial enterprise, or have overall responsibility for the planning, organizing, and supervision of a small enterprise (typically a single shift operation). Incumbents also maintain order and supervise the conduct of inmates and protect and maintain the safety of persons and property.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
BK10	0679	Prison Industries Superintendent I (Agriculture)
RC11	7290	Prison Industries Superintendent I (Bakery)
RE65	7169	Prison Industries Superintendent I (Bindery)
RA65	7109	Prison Industries Superintendent I (Coffee Roasting and Grinding)
RA67	7328	Prison Industries Superintendent I (Composting)
RD95	7183	Prison Industries Superintendent I (Concrete Construction)
RE61	7203	Prison Industries Superintendent I (Dental Laboratory)
RC25	7171	Prison Industries Superintendent I (Detergent)
RC19	7201	Prison Industries Superintendent I (Digital Services)
RA66	7350	Prison Industries Superintendent I (Egg Production)
RA69	7382	Prison Industries Superintendent I (Energy Production)
RD25	7194	Prison Industries Superintendent I (Fabric Products)
RE38	7351	Prison Industries Superintendent I (Fiberglass Products)
RE42	7353	Prison Industries Superintendent I (Food and Beverage Packaging)
RE41	7352	Prison Industries Superintendent I (Furniture Refurbishing)
RC40	7180	Prison Industries Superintendent I (Key Entry)
RE55	7173	Prison Industries Superintendent I (Knitting Mill)
RE94	7174	Prison Industries Superintendent I (Laundry)
RA73	7383	Prison Industries Superintendent I (Materials Recovery)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>
RC15	7168	Prison Industries Superintendent I (Mattress and Bedding)
RC12	7110	Prison Industries Superintendent I (Meat Plant Operations)
RC75	7189	Prison Industries Superintendent I (Metal Products)
RD45	7181	Prison Industries Superintendent I (Micrographics)
RD66	7182	Prison Industries Superintendent I (Optical Products)
RC13	7292	Prison Industries Superintendent I (Paper Products)
RC22	7156	Prison Industries Superintendent I (Poultry Processing)
RE15	7176	Prison Industries Superintendent I (Printing)
RE45	7177	Prison Industries Superintendent I (Shoe Manufacturing)
RE13	7320	Prison Industries Superintendent I (Silkscreen)
RC17	7134	Prison Industries Superintendent I (Swine Abattoir)
RC18	7135	Prison Industries Superintendent I (Swine Production)
RE16	7279	Prison Industries Superintendent I (Textile Mill)
RE17	7280	Prison Industries Superintendent I (Vehicle Reconditioning and Servicing)
RC10	7175	Prison Industries Superintendent I (Wood Products)

JOB DESCRIPTION

Under direction, in a State correctional institution including the Department of Corrections, local jails, and return-to-custody facilities, to assist the Prison Industries Superintendent II in the planning, organizing, and supervising of the operations in an industrial enterprise; or to plan, organize, and supervise the operations of a small industrial enterprise (typically a single shift operation); and to maintain order and supervise the conduct of persons and property. The Prison Industries Superintendent I may be called upon to assume general custody responsibilities in time of emergency.

TYPICAL TASKS

Supervises or assists in supervising an industrial enterprise; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in development and preparation for production and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work;

is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

ALL CLASSES:

Experience:

Either I

One year of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Various Industries), in the applicable industrial enterprise or trade.

Or II

Three years of production experience in the applicable industrial enterprise or trade, at least one year of which shall have been in a supervising capacity.

KNOWLEDGE AND ABILITIES

ALL CLASSES:

Knowledge of (with particular reference to their specialty): Methods, materials, machinery, processes, tools, and equipment used in industrial operations; production scheduling and control; quality standards and control; safety practices and orders; materials handling techniques; principles of personnel management and supervision, budget preparation, and cost control; the Department's equal employment objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

Ability to (with particular reference to their specialty): Set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff, inmates, or residents in production techniques and safety practices; maintain firm, impartial, and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; read and write English at a level required for successful job performance; and effectively promote equal employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

ALL CLASSES:

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

ALL CLASSES:

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL CLASSES:

Education equivalent to completion of graduation from college, assertiveness, experience in a correctional institution, and supervisory experience.

AGRICULTURE

Possession of a General Milk Pasteurizer's License.

COMPOSTING

Knowledge and experience in methods, processes, and practices used in the two-phase anaerobic digestion and aerobic drying of the organic fraction of municipal solid waste products in the production of compost.

CONCRETE CONSTRUCTION

Experience in commercial concrete construction and manufacture of precast components, including experience in a central mixing or batch plant.

DENTAL LABORATORY

Certification as a dental laboratory technician by the National Board for Certification; completion of a dental technology program accredited by the Commission on Dental Accreditation; management or supervisory experience in a dental laboratory within a correctional facility; and practical experience performing the duties of a dental laboratory technician in one or more specialties.

DIGITAL SERVICES

Experience in Geographic Information Systems (GIS) applications development; knowledge of demographic analysis, including analysis of client spatial data set for projects; and ability to assess client research problems and advise on use of GIS.

ENERGY PRODUCTION

Knowledge and experience in the methods, processes, and practices of converting biogas fuel into electrical energy and alternative energy products.

MATERIALS RECOVERY

Experience in methods, processes, and practices for the categorical identification, sorting, recovery, and disposal of municipal waste products, including products that may be deemed hazardous. Knowledge and experience in determining market demand, marketing strategies, and pricing of categorical materials.

METAL PRODUCTS

Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyman; and blueprint reading and shop math.

PRINTING

Experience in offset printing.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Prison Industries Superintendent I (Agriculture)	2/3/64	6/4/91	6/4/91
Prison Industries Superintendent I	11/6/85	6/4/91	6/4/91

(Bakery)

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Prison Industries Superintendent I (Bindery)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Coffee Roasting and Grinding)	7/24/90	6/4/91	6/4/91
Prison Industries Superintendent I (Composting)	12/15/92	--	--
Prison Industries Superintendent I (Concrete Construction)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Dental Laboratory)	7/24/90	6/4/91	6/4/91
Prison Industries Superintendent I (Detergent)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Digital Services)	1/20/99	--	--
Prison Industries Superintendent I (Egg Production)	7/24/90	6/4/91	6/4/91
Prison Industries Superintendent I (Energy Production)	12/15/92	--	--
Prison Industries Superintendent I (Fabric Products)	6/30/71	6/4/91	6/4/91
Prison Industries Superintendent I (Fiberglass Products)	7/24/90	6/4/91	6/4/91
Prison Industries Superintendent I (Food and Beverage Packaging)	4/20/04	1/23/07	1/23/07
Prison Industries Superintendent I (Furniture Refurbishing)	7/24/90	6/4/91	6/4/91
Prison Industries Superintendent I (Key Entry)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Knitting Mill)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Laundry)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Materials Recovery)	12/15/92	--	--
Prison Industries Superintendent I (Mattress and Bedding)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Meat Plant Operations)	6/3/87	6/4/91	6/4/91
Prison Industries Superintendent I (Metal Products)	3/7/68	6/4/91	6/4/91
Prison Industries Superintendent I (Micrographics)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Optical Products)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Paper Products)	11/6/85	6/4/91	6/4/91
Prison Industries Superintendent I (Poultry Processing)	5/21/02	--	--
Prison Industries Superintendent I (Printing)	9/18/84	6/4/91	6/4/91
Prison Industries Superintendent I (Shoe Manufacturing)	9/18/84	6/4/91	6/4/91

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Prison Industries Superintendent I (Silkscreen)	7/24/90	6/4/91	6/4/91
Prison Industries Superintendent I (Swine Abattoir)	6/3/87	6/4/91	6/4/91
Prison Industries Superintendent I (Swine Production)	6/3/87	6/4/91	6/4/91
Prison Industries Superintendent I (Textile Mill)	7/10/85	6/4/91	6/4/91
Prison Industries Superintendent I (Vehicle Reconditioning and Servicing)	7/10/85	6/4/91	6/4/91
Prison Industries Superintendent I (Wood Products)	4/7/60	6/4/91	6/4/91

ccd/sks

CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

PRISON INDUSTRIES SUPERINTENDENT II
(VARIOUS INDUSTRIES)
Series Specification
(Established September 18, 1984)

SCOPE

This specification describes the following classifications used in the various industrial enterprises of the Prison Industry Authority. Positions are utilized at various correctional facilities including the California Department of Corrections, local jails, and return-to-custody facilities. Incumbents are in charge of the planning, organizing, and supervision of a large industrial enterprise (typically multishift operations). Incumbents maintain order and supervise the conduct of inmates and protect and maintain the safety of persons and property.

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>
BK05	0617	Prison Industries Superintendent II (Agriculture)
RE34	7293	Prison Industries Superintendent II (Bakery)
RE85	7217	Prison Industries Superintendent II (Bindery)
RA71	7115	Prison Industries Superintendent II (Coffee Roasting and Grinding)
RA77	7384	Prison Industries Superintendent II (Composting)
RD72	7187	Prison Industries Superintendent II (Concrete Construction)
RE60	7202	Prison Industries Superintendent II (Dental Laboratory)
RB70	7170	Prison Industries Superintendent II (Detergent)
RC21	7212	Prison Industries Superintendent II (Digital Services)
RA72	7116	Prison Industries Superintendent II (Egg Production)
RE35	7294	Prison Industries Superintendent II (Electronic Components)
RA78	7385	Prison Industries Superintendent II (Energy Production)
RD20	7195	Prison Industries Superintendent II (Fabric Products)
RE36	7295	Prison Industries Superintendent II (Fiberglass Products)
RE43	7297	Prison Industries Superintendent II (Food and Beverage Packaging)
RE37	7296	Prison Industries Superintendent II (Furniture Refurbishing)
RD56	7184	Prison Industries Superintendent II (Key Entry)
RE30	7209	Prison Industries Superintendent II (Knitting Mill)
RE92	2108	Prison Industries Superintendent II (Laundry)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>
RA70	7154	Prison Industries Superintendent II (Maintenance and Repair)
RA79	7386	Prison Industries Superintendent II (Materials Recovery)
RD30	7196	Prison Industries Superintendent II (Mattress and Bedding)
RA74	7136	Prison Industries Superintendent II (Meat Plant Operations)
RC70	7190	Prison Industries Superintendent II (Metal Products)
RD35	7185	Prison Industries Superintendent II (Micrographics)
RD15	7186	Prison Industries Superintendent II (Optical Products)
RE39	7298	Prison Industries Superintendent II (Paper Products)
RC23	7117	Prison Industries Superintendent II (Poultry Processing)
RE75	7214	Prison Industries Superintendent II (Printing)
RD90	7205	Prison Industries Superintendent II (Shoe Manufacturing)
RE14	7319	Prison Industries Superintendent II (Silkscreen)
RA76	7140	Prison Industries Superintendent II (Swine Production/Abattoir)
RE31	7281	Prison Industries Superintendent II (Telemarketing)
RE32	7282	Prison Industries Superintendent II (Textile Mill)
RE33	7283	Prison Industries Superintendent II (Vehicle Reconditioning and Servicing)
RB90	7172	Prison Industries Superintendent II (Wood Products)

JOB DESCRIPTION

Under general direction, in a State correctional institution including the Department of Corrections, local jails, and return-to-custody facilities, to plan, organize, and supervise the operations in an industrial enterprise; to maintain order and supervise the conduct of persons and property. The Prison Industries Superintendent II may be called upon to assume general custody responsibilities in time of emergency.

TYPICAL TASKS

Is responsible for supervising an industrial enterprise; plans and schedules labor, material, and equipment for production; coordinates and/or supervises installation, operation, maintenance, and repair of equipment; makes recommendations to increase production, efficiency, and product quality; assists in development and preparation for

production and marketing of new products; selects, trains, counsels, and supervises staff and inmates in production work; is responsible for quality control, production control, inventory control, methods analysis, cost control, material research, procurement, safety, and personnel development; evaluates performance of staff and inmates and takes or recommends appropriate action; assists in budget preparation and makes recommendations for needed materials and equipment; supervises preparation of records and reports on production, processing, and inventories; dictates correspondence and prepares reports; maintains order and supervises the conduct of persons committed to the Department of Corrections; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; and inspects premises and searches inmates or wards for contraband, such as weapons or illegal drugs.

MINIMUM QUALIFICATIONS

ALL CLASSES:

Experience:

Either I

One year of experience in the California state service performing the duties of Prison Industries Superintendent I (Various Industries), in the applicable industrial enterprise or trade.

Or II

Two years of experience in the California state service performing the duties of an Industrial Supervisor, Prison Industries (Various Industries), in the applicable industrial enterprise or trade.

Or III

Four years of production experience in the applicable industrial enterprise or trade, at least two years of which shall have been in a supervising capacity.

KNOWLEDGE AND ABILITIES

ALL CLASSES:

Knowledge of (with particular reference to their specialty): Methods, materials, machinery, processes, tools, and equipment used in industrial operations; production scheduling and control; quality standards and control; safety practices and orders; materials handling techniques; principles of personnel management, supervision, budget preparation, and cost control; the Department's equal employment objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

Ability to (with particular reference to their specialty): Set up, repair, maintain, adjust, and operate required equipment; make labor and material estimates; instruct and supervise staff, inmates, or residents in production techniques and safety practices; maintain firm

and impartial and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports; communicate effectively at a level required for successful job performance; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

SPECIAL PERSONAL CHARACTERISTICS

ALL CLASSES:

Tact, patience, and ability to work with persons confined in a correctional institution.

SPECIAL PHYSICAL CHARACTERISTICS

ALL CLASSES:

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

ADDITIONAL DESIRABLE QUALIFICATIONS

ALL CLASSES:

Education equivalent to completion of graduation from college, assertiveness, and experience in a correctional institution.

AGRICULTURE

Possession of a General Milk Pasteurizer's License.

COMPOSTING

Knowledge and experience in methods, processes, and practices used in the two-phase anaerobic digestion and aerobic drying of the organic fraction of municipal solid waste products in the production of compost.

CONCRETE CONSTRUCTION

Experience in commercial concrete construction and manufacture of precast components, including experience in a central mixing or batch plant.

DENTAL LABORATORY

Certification as a dental laboratory technician by the National Board for Certification; completion of a dental technology program accredited by the Commission on Dental Accreditation; management or supervisory experience in a dental laboratory within a correctional facility; practical experience performing the tasks of a dental laboratory technician in one or more specialties.

DIGITAL SERVICES

Knowledge and experience in Geographic Information Systems technology; ability to consult with clients on information technology to integrate spatial information into the enterprise workplace.

ENERGY PRODUCTION

Knowledge and experience in the methods, processes, and practices of converting biogas fuel into electrical energy and alternative energy products.

MATERIALS RECOVERY

Experience in methods, processes, and practices for the categorical identification, sorting, recovery, and disposal of municipal waste products, including products that may be deemed hazardous. Knowledge and experience in determining market demand, marketing strategies, and pricing of categorical materials.

METAL PRODUCTS

Experience in setting up and operating power shears, punch presses, press brakes, tube-bending, MIG and TIG welding processes, grinding and polishing, metal finishing systems, and tool and die fabrication; rating as Sheet Metal Journeyperson; blueprint reading and shop math.

PRINTING

Experience in offset printing.

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Prison Industries Superintendent II (Agriculture)	5/22/53	12/15/92	6/4/91
Prison Industries Superintendent II (Bakery)	11/6/85	12/15/92	6/4/91

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Prison Industries Superintendent II (Bindery)	3/7/68	12/15/92	6/4/91
Prison Industries Superintendent II (Coffee Roasting and Grinding)	6/3/87	12/15/92	6/4/91
Prison Industries Superintendent II (Composting)	12/15/92	--	--
Prison Industries Superintendent II (Concrete Construction)	9/18/84	12/15/92	6/4/91
Prison Industries Superintendent II (Dental Laboratory)	7/24/90	12/15/92	6/4/91
Prison Industries Superintendent II (Detergent)	7/11/63	12/15/92	6/4/91
Prison Industries Superintendent II (Digital Services)	1/20/99	--	--
Prison Industries Superintendent II (Egg Production)	6/3/87	12/15/92	6/4/91
Prison Industries Superintendent II (Electronic Components)	11/6/85	12/15/92	6/4/91
Prison Industries Superintendent II (Energy Production)	12/15/92	--	--
Prison Industries Superintendent II (Fabric Products)	4/7/60	12/15/92	6/4/91
Prison Industries Superintendent II (Fiberglass Products)	11/6/85	12/15/92	6/4/91
Prison Industries Superintendent II (Food and Beverage Packaging)	4/20/04	1/23/07	1/23/07
Prison Industries Superintendent II (Furniture Refurbishing)	11/6/85	12/15/92	6/4/91
Prison Industries Superintendent II (Key Entry)	9/18/84	12/15/92	6/4/91
Prison Industries Superintendent II (Knitting Mill)	4/21/61	12/15/92	6/4/91
Prison Industries Superintendent II (Laundry)	1/1/83	12/15/92	6/4/91
Prison Industries Superintendent II (Maintenance and Repair)	12/2/65	12/15/92	6/4/91
Prison Industries Superintendent II (Materials Recovery)	12/15/92	--	--
Prison Industries Superintendent II (Mattress and Bedding)	5/7/59	12/15/92	6/4/91
Prison Industries Superintendent II (Meat Plant Operations)	6/3/87	12/15/92	6/4/91
Prison Industries Superintendent II (Metal Products)	4/7/60	12/15/92	6/4/91
Prison Industries Superintendent II (Micrographics)	9/18/84	12/15/92	6/4/91
Prison Industries Superintendent II (Optical Products)	9/18/84	12/15/92	6/4/91
Prison Industries Superintendent II (Paper Products)	11/6/85	12/15/92	6/4/91
Prison Industries Superintendent II (Poultry Processing)	5/21/02	--	--

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Prison Industries Superintendent II (Printing)	1/9/69	12/15/92	6/4/91
Prison Industries Superintendent II (Shoe Manufacturing)	4/21/61	12/15/92	6/4/91
Prison Industries Superintendent II (Silkscreen)	7/24/90	12/15/92	6/4/91
Prison Industries Superintendent II (Swine Production/Abattoir)	6/3/87	12/15/92	6/4/91
Prison Industries Superintendent II (Telemarketing)	7/10/85	12/15/92	6/4/91
Prison Industries Superintendent II (Textile Mill)	7/10/85	12/15/92	6/4/91
Prison Industries Superintendent II (Vehicle Reconditioning and Servicing)	7/10/85	12/15/92	6/4/91
Prison Industries Superintendent II (Wood Products)	7/14/45	12/15/92	6/4/91

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CALIFORNIA STATE PERSONNEL BOARD

SPECIFICATION

GRAIN AND COMMODITY INSPECTION
Series Specification
(Established December 20, 1983)

SCOPE

This series specification describes ~~the~~ two Grain and Commodity Inspection classes within the Department of Food and Agriculture. Incumbents in these classes perform or supervise sampling, inspection, and weighing of grain and other field crop commodities; issue official certificates certifying the grade, quality and quantity, and/or weight of the product by Federal, State, or industry standards; perform or review specific laboratory tests used in the grading process; and maintain filing and storage of samples and laboratory records.

~~Incumbents at the supervisory levels in this series, in addition to the above, develop and conduct training; establish work schedules and assignment of inspection and weighing tasks; contact industry and other agencies to plan inspection and weighing activities, resolve problems, and explain programs, regulations, standards, and definitions; evaluate staff performance and take or recommend appropriate action; make special studies or investigations; prepare reports; and write letters, reports, and articles.~~

Sampling, inspection, and weighing services of grain, rice, pulses, hay, hops, safflower, and other similar commodities and certain processed commodities are performed at inspection stations, warehouses, grain elevators, processing plants, mills, and export locations.

<u>Schem</u> <u>Code</u>	<u>Class</u> <u>Code</u>	<u>Class</u>
AF10	0364	Grain and Commodity Sampler
AE70	0726	Grain and Commodity Inspector
AE50	0724	Grain and Commodity Supervisor I
AE40	0356	Grain and Commodity Supervisor II

FACTORS AFFECTING POSITION ALLOCATION

Level, variety, and complexity of work assigned; independence of action; degree of training and qualifications to perform the full range of duties, including appropriate Federal or State licenses; and supervision received and exercised; and public contact.

~~The level of supervisory positions is determined by size, staffing, complexity, and volume of operations.~~

DEFINITION OF LEVELS

GRAIN AND COMMODITY SAMPLER

This is the trainee level of the series. Incumbents, under close supervision, sample and weigh grain and commodities from stationary lots or during loading or mill operations; assist in the preparation of samples prior to grading; and perform physical tests and mechanical functions of the grading process.

GRAIN AND COMMODITY INSPECTOR

This is the working and journey level of the series. Incumbents work under supervision performing a variety of tasks while becoming proficient in the inspection, grading, sampling, and weighing activities of grains and commodities.

As a journeyperson, an incumbent is qualified to perform all sampling, inspection, certification, and weighing tasks common to the area of assignment. An incumbent may be assigned independent responsibility for inspection and weighing services at locations away from established inspection points and may also assist in training lower level inspectors.

~~GRAIN AND COMMODITY SUPERVISOR I~~

~~This is the first of two supervisory levels. Under direction, incumbents may either (1) have full responsibility for planning, organizing, and directing the operation and staff of a minor established inspection point; or (2) under direction of a Grain and Commodity Supervisor II, supervises staff assigned to shift work or locations away from the major established inspection point or specialized inspection and weighing program activities.~~

~~GRAIN AND COMMODITY SUPERVISOR II~~

~~This is the second supervisory level. Under direction, incumbents plan, organize, direct and coordinate the operation and staff of a major established inspection point.~~

MINIMUM QUALIFICATIONS

GRAIN AND COMMODITY SAMPLER

Possession of a valid license to sample grain and/or commodities; and a license either to perform laboratory or weighing technician duties

or to weigh grain. (Appointees not possessing the required licenses must secure them prior to completion of the probationary period.)

and
Either I

Three months of experience in the State's Grain and Commodities Inspection Program sampling agricultural products for inspection in a class equivalent in level of responsibility to that of an Agricultural Aid.

Or II

Six months of experience in sampling, grading, growing, harvesting, warehousing, weighing, or processing of agricultural products. (Completion of one year of college with major work in agriculture may be substituted for the required experience.)

GRAIN AND COMMODITY INSPECTOR

In addition to weighing and sampling licenses, possession of a valid license to inspect a minimum of one grain or commodity. (Appointees not possessing the required licenses must secure them prior to completion of the probationary period.)

and
Either I

Experience: Six months of experience performing the duties of an Agricultural Services Technician II, Range B, in the California state service. and

Education: Equivalent to completion of nine semester units of college level course work in job-related sciences. (Applicants who are enrolled for the minimum appropriate college courses required may be admitted to the examination, but they must show proof of completion before they will be considered eligible for appointment.)

Or II

Six months of experience in the State's Grain and Commodity Inspection Program sampling agricultural products for inspection in a class equivalent in level of responsibility to that of an Agricultural Aid sampling grains or commodities.

Or III

Two years of experience in sampling, inspecting, growing, harvesting, warehousing, weighing, or processing of agricultural products. (College work in agricultural subjects may be substituted for the required experience on the basis of two years of education being equivalent to one year of experience.) (Registration as a senior in a recognized college will allow admittance to the examination, but applicants must produce evidence of graduation or its equivalent before they can be considered eligible for employment.)

~~GRAIN AND COMMODITY SUPERVISOR I~~

~~Possession of valid licenses or equivalent Federal authorization to weigh grain and to inspect a minimum of seven grains (of which four must be wheat, corn, barley, and sorghum) or commodities (of which two must be rice and beans). (Appointees not possessing licenses to perform all grain and commodity inspection and weighing functions common to the area of assignment must secure them prior to completion of the probationary period.)~~

~~and~~
~~Either I~~

~~One year of experience in California state service performing duties equivalent to Grain and Commodity Inspector, Range B. (Applicants who have completed six months of service as a Grain and Commodity Inspector, Range B, will be admitted to the examination, but they must satisfactorily complete one year of experience in the class before being considered eligible for appointment.)~~

~~Or II~~

~~Three years of progressively responsible experience in the inspection, sampling, grading, weighing, or analysis of grain or commodities, one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward meeting this requirement must have been in a class with a level of responsibility equivalent to that of a Grain and Commodity Inspector, Range B.)~~

~~(Education equivalent to graduation from college with major work in agriculture may be substituted for two years of the non-supervisory experience.)~~

~~GRAIN AND COMMODITY SUPERVISOR II~~

~~Possession of valid licenses or equivalent Federal authorization to weigh grain and to inspect a minimum of seven grains (of which four must be wheat, corn, barley, and sorghum) or commodities (of which two must be rice and beans). (Appointees not possessing licenses to perform all grain and commodity inspection and weighing functions common to the area of assignment must secure them prior to completion of the probationary period.)~~

~~and~~
~~Either I~~

~~Experience: Either:~~

- ~~1. One year of experience in the California state service performing duties equivalent to a Grain and Commodity Supervisor I. or~~
- ~~2. Two years of experience in the California state service performing duties equivalent to a Grain and Commodity Inspector, Range B.~~

~~(Applicants who are within six months of meeting the minimum qualifications will be admitted to the examination, but they must have completed the required experience in the class before being considered eligible for appointment.)~~

Or II

~~Four years of progressively responsible experience in the inspection, sampling, grading, weighing, or analysis of grain or commodities, two years of which must have been in a supervisory capacity. (Experience in the California state service applied toward meeting this requirement must have been in a class with a level of responsibility equivalent to that of a Grain and Commodity Inspector, Range B.)~~

~~(Education equivalent to graduation from college with major work in agriculture may be substituted for two years of the non-supervisory experience.)~~

KNOWLEDGE AND ABILITIES

ALL BOTH LEVELS:

Ability to: Read and write English at a level required for successful job performance; follow ~~oral and written~~ directions; do simple arithmetical calculations; write legibly; prepare clear and accurate reports; and cooperate with those doing similar work.

GRAIN AND COMMODITY INSPECTOR

Knowledge of: Terminology, equipment, methods, and procedures used in production, transportation, storing, handling, marketing, weighing, sampling, and inspecting of grains and commodities.

Ability to: All of the above, and interpret and apply Federal and State laws, rules, regulations, and standards relating to grain and commodities; deal tactfully with members of the industry; analyze situations accurately and act effectively; speak and communicate effectively.

~~GRAIN AND COMMODITY SUPERVISOR I~~

~~GRAIN AND COMMODITY SUPERVISOR II~~

Knowledge of: ~~All of the above, and Federal and State laws, rules, regulations, and standards relating to grains and commodities and principles of effective supervision; personnel and budget management; shipping and marketing methods, trends, and developments related to grain and commodities; certification requirements and procedures; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.~~

~~Ability to: All of the above, and direct and evaluate the work of others; train subordinates in inspecting and weighing grain and commodities; effectively contribute to the Department's affirmative action objectives.~~

SPECIAL PERSONAL CHARACTERISTICS

~~ALL BOTH LEVELS:~~

Travel on temporary assignments away from headquarters; and work irregular hours including weekends and holidays.

~~ALL LEVELS TO GRAIN AND COMMODITY SUPERVISOR I~~

~~Willingness and ability to perform rigorous sampling duties.~~

CLASS HISTORY

<u>Class</u>	<u>Date Established</u>	<u>Date Revised</u>	<u>Title Changed</u>
Grain and Commodity Sampler	6/22/62	12/4/90	11/17/82
Grain and Commodity Inspector	11/17/82	12/4/90	--
Grain and Commodity Supervisor I	11/17/82	12/4/90	--
Grain and Commodity Supervisor II	4/7/44	12/4/90	11/17/82

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